

GENERAL GUIDELINES FOR EXPOSURE CONTROL

These guidelines and procedures should be followed by staff members to minimize or eliminate transmission of infectious disease.

HANDWASHING - Handwashing is a very important procedure for preventing transmission of infectious organisms. Proper handwashing procedures follow:

1. Use soap and warm running water. Soap suspends easily removable soil and micro-organisms, allowing them to be washed off. Dispenser-style liquid soap is recommended.
2. Wet hands thoroughly under warm running water and dispense soap into wet hands.
3. Rub and scrub hands together for approximately 15 seconds to work up a lather.
4. Scrub knuckles, back of hands, nails and between fingers.
5. Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
6. Use paper towels to thoroughly dry hands.
7. After drying hands, use the towel to turn off the faucet.
8. Discard paper towels into appropriate plastic lined waste receptacle.
9. Allow sufficient time for handwashing:
 - a. after using the toilet.
 - b. before meals, snacks and preparing food.
 - c. after handling soiled garments, menstrual pads, soiled diapers.
 - d. after blowing nose.
 - e. after touching potentially contaminated objects, soiled materials, etc.
 - f. after removing disposable gloves.
 - g. after contact with blood or other body fluids.

Supervisors must assure convenient and accessible handwashing facilities for all staff and students.

When handwashing facilities are not available, a waterless antiseptic hand cleaner should be used. The manufacturer's recommendations for the product should be followed. **NOTE:** Hand sanitizers DO NOT kill all germs. Hand washing with soap and water is the preferred method of preventing the spread of germs.

Additional ways to control infections follow:

1. Cover mouth when coughing or sneezing with elbow or tissue.
2. Dispose of used tissues in plastic-lined waste receptacle.
3. Keep fingers out of eyes, nose, and mouth.
4. Remain at/go home if you have a fever, diarrhea, vomiting, etc.
5. Dry feet after taking a shower.
6. Refrain from sharing personal care items, i.e. combs, brushes, makeup, razors, toothbrushes.
7. Cover open, draining lesions.
8. Maintain updated immunizations.
9. Refrain from sharing eating utensils, drinking cups or water bottles.

STANDARD OPERATING PROCEDURES FOR BLOOD/BODY FLUID

Small incident (i.e. small cut, bleeding nose, etc.) personal protective equipment should be readily accessible to all employees who have the potential to be exposed to blood and/or potentially infectious bodily fluids. The items listed below should be available to each staff member. Prudent practice dictates that only those who have received appropriate training should be provided with this equipment.

Disposable liquid proof gloves - at least one pair

Absorbent paper towel - (1)
Alcohol/antibacterial towelettes - (1)

Instructions for use:

1. Don disposable gloves before assisting in any incident involving blood or other potentially infectious body fluid.
2. Use bandage/absorbent towel for bleeding control.
3. Remove gloves using proper procedures.
4. Wash hands thoroughly with soap and water using proper handwashing procedures.
5. For any blood and/or body fluid, contact the designated person for clean-up and disinfection of contaminated site.

Procedure for those employees covered under the standard:*

*These procedures are for those who choose to implement "universal precautions" by means of an informed, voluntary response under the "Good Samaritan Act," and using prudent health procedure.

1. Whenever possible, the injured person should be encouraged to care for his/her own minor bleeding or injury once he/she is stabilized. Respond with barrier equipment (gloves). The absence of barrier equipment should not preclude providing assistance to a person with a bleeding injury.
2. Staff should have available disposable gloves, plastic bag, an absorbent towel, and alcohol/antibacterial towelettes. Personnel designated and trained for cleanup should have in addition to the above named equipment a supply of absorbent agent, disposable towels, and an EPA-approved disinfectant*.
3. Safety glasses, goggles, face mask should be worn prior to any situation where splashes of blood/body fluids may occur. Examples of such situations include:
 - a. extreme medical emergencies
 - b. occupational/technical programs, i.e. dental assistant
4. Wear disposable gloves whenever faced with a situation involving blood/body fluid. When disposable gloves aren't available or unanticipated contact occurs, hands and all other affected areas should be washed with soap and water immediately after contact.
5. If blood or body fluids are spilled on another person, use the following procedures:
 - a. When the skin is intact, have the person wash using a disposable soap under running water or an alcohol/antibacterial towelette. Towels should be discarded in a sealable plastic bag. The person must wash hands using proper procedures.
 - b. If open lesions or wounds have come in contact with blood from another person, scrub with soap and running water. A skin disinfectant* should be applied after washing.
 - c. If an individual gets blood in the eyes, flood exposed area with running water at room temperature for 1 to 2 minutes. If blood or other bodily fluids wind up in an individual's mouth, rinse mouth (with mouthwash if possible) and spit out. Do not swallow.
 - d. In the absence of soap and running water, wipe contaminated skin with alcohol /antibacterial towelette or alcohol wipe. Dispose of all cleaning items in plastic bag which can be sealed.
6. Clean and disinfect all soiled, washable surfaces (i.e., tables, chairs, floors) immediately, removing soil before applying a disinfectant:
 - a. Use paper towels or tissues to wipe up small soiled areas. After the spill is removed, use clean paper towels and soap and water to clean area.
 - b. Apply a sanitary absorbent agent for larger soiled areas. After the spill is absorbed,

- vacuum or sweep up material. Discard material in a sealable plastic bag.
- c. Disinfect area with an EPA-approved disinfectant* according to manufacturer's instructions.
7. Clean and disinfect spoiled rugs, carpets, and upholstered furniture immediately:
 - a. Apply sanitary absorbent agent, let dry and vacuum. Discard material in a sealable plastic bag.
 - b. Apply a sanitary shampoo with a brush or an extractor and vacuum. Discard material in a sealable plastic bag.
 - c. Spray with an EPA approved disinfectant* according to manufacturer's instructions.
 8. Clean equipment and dispose of all disposable materials:
 - a. Soiled tissues and flushable waste can be flushed in a toilet. Discard paper towels and vacuum bag or sweep into a plastic bag, seal and dispose of according to regular waste procedures.
 - b. Rinse broom and dustpan in disinfectant solution after removing debris.
 - c. Soak mop in disinfectant solution for a minimum of 20 minutes and rinse thoroughly.
 - d. Used disinfectant solution should be promptly poured down a drain.
 - e. Disinfect sink area with un-used disinfectant solution, or freshly made solution.
 9. Personal clothing soaked with blood/body fluids should be rinsed wearing gloves, placed in a sealable plastic bag and sent home for laundering. Other non-disposable items (i.e., sheets, towels, etc.) soaked with blood/body fluids should be rinsed wearing gloves and placed in a sealable plastic bag. Then wash in the hottest water available (160 F). Dry in hot dryer or dispose of as medical waste. The skin in contact with the contaminated garment should be washed as indicated in 5A.
 10. Remove disposable gloves and discard in a sealable plastic bag. Avoid touching skin with soiled gloves.
 11. Wash hands thoroughly with soap and water using Handwashing Procedures.
 12. Plastic bags containing contaminated waste should be secured and disposed of daily according to procedure.
 13. Store all disinfectants in safe areas inaccessible to the public.
 14. Dumpsters should be located in a safe area away from areas used by the public.
 15. All persons should take precautions to prevent injuries by needles, razor blades, broken glass, and any other sharp instruments or devices that have potential for penetrating the skin.

Note steps 6 through 8 should normally be carried out by Plant Operations Personnel, not instructional/support staff.

To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand. After use, disposable syringes, needles, razor blades and other sharp instruments should be placed in a puncture-resistant, closable, leak-proof container within close proximity for eventual disposal and labeled as "Medical or Infectious Waste" or color coded. This color-coding communicates special handling.

The public must be cautioned not to touch any discarded needles, syringes or other sharps found on College property, but instead to report the incident to a College employee immediately. A tool such as pliers, forceps or tweezers should be used to pick up sharp items.

*- All disinfectants will be EPA approved. The disinfectant will have "EPA approved disinfectant" on the label. A list of these products can be found at: <http://www.epa.gov/oppad001/chemregindex.htm> A 1:10 (10%) bleach:water solution can be used on surfaces.